



ROLE PROFILE

Role Title:	Digital Forensic Investigator
Rank/Grade:	A5 (non supervisory)
Job Family:	Professional
Reporting to:	High Tech Crime Unit Investigations Manager
Main purpose of the role:	The Digital Forensic Investigators provide a dedicated specialist investigatory service of digital evidence recovery to Hertfordshire Constabulary. This role involves interpretation and delivery to the criminal justice system. To extract, analyse and present digital data. To deliver the investigative strategy to achieve this. To contribute to achieving the Force vision, purpose and values.

Key Responsibilities	
<ul style="list-style-type: none"> Collection, preservation, extraction, decryption and interpretation of digital information in a forensically sound manner in line with the ACPO Good Practice Guide for Digital Evidence. Analysis of data held on, but not limited to, computer servers, workstations, laptops, tablets, satellite navigation devices, mobile telephone handsets, digital cameras and all forms of digital media. Use of a range of investigative and analytical techniques to ensure that all relevant evidence and intelligence is extracted from datasets. Recovery and presentation, within current legal constraints, of evidence stored on Internet resources. Presentation of digital evidence at court, responding to Defence Expert opinion and providing advice to the Prosecution team. Managing large datasets from numerous sources and maintaining accurate digital records of location and states of numerous concurrent examination cases. Maintaining up-to-date technical knowledge of emerging digital devices and Internet based resources to act as expert advisor to Investigators and case managers across the Constabulary. Attend case conferences to advise Counsel on the strengths and weaknesses of the digital evidence. Manage search staff and investigators routinely on Paedophile Investigations Unit warrant executions. 	

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Line management responsibility for staff and/or officers

Agile Working	
Psychological Assessment	
Return on Investment	
Limited Duties	

Entry Requirements
<ul style="list-style-type: none"> Experience in Computer Forensics, evidenced by either an academic qualification or vocational experience at the appropriate level EnCase Forensic Levels 1 and 2 Continued employment is subject to possessing/achieving a pass on the Computer Forensic Foundation Course at Shrivenham Defence Academy (Post-Graduate level digital forensic course) Successfully achieve a pass on the College of Policing Core Skills in Digital Forensics course

Any other General Requirements/Scope
<ul style="list-style-type: none"> Excellent knowledge of the Windows operating systems internals accompanied by a broad knowledge of computer and Internet architecture and protocols. In depth knowledge of current file systems and how all common operating systems store data within them. Based at Police Headquarters. Full Driving Licence required enabling travel to support other investigations therefore business insurance needs to be organised by the individual. The post holder will not be required to work shifts but a flexible approach to the working is expected to service the needs of the Constabulary.



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- The post holder will be required to work in different locations across the county.
- The post holder will be required to work additional hours by agreement occasionally at times of high demand and operational necessity.
- This role does not require use of the Police National Database.
- Management vetting is required.
- The post holder will be expected to undertake training as and when required including external residential courses.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment and psychological screening.
- Continued employment is subject to possessing or achieving a pass on the Computer Forensic Foundation Course at Cranfield University, Shrivenham Defence Academy (Post-Graduate level digital forensic course)

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire



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I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.